

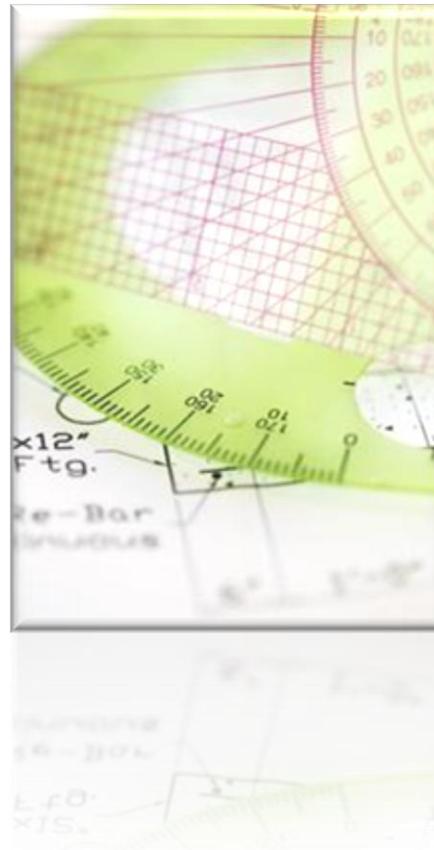


RBC-EM

Volunteer Services

Opus User Guide

Version 1.0





Welcome to Opus

Dear Volunteer Services team member,

Welcome to Opus, a web portal designed to be used by all RBC volunteers.

Opus is a members only portal that allows Volunteer Services to access and update the latest information regarding current and forthcoming projects including editing congregation, team and volunteer records.

It also provides access to RBC-EM news and allows the team member to manage their personal details.

This guide will introduce you to the key features of the portal and contains the following information:

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1) Registration and login

To access the Opus portal click on the link in the 'Welcome to Opus' email received from the IT department

The login page screen below will appear

First time users will need to register by typing the email address they use for RBC correspondence in the box and clicking on the 'Register' button

An email will then be sent to that email address containing a temporary and secure web link that allows you to specify a password of your choice

To log in type your email address in the username box and type in the password

Click on the 'Login' button

The image shows the Opus login page. At the top, there is a navigation bar with links: Home, Volunteers, Teams, Congregations, Contacts, Projects, Sites, Booker, Misc, Reports, Admin, and Contact Us. Below the navigation bar, there is a map of a church building. On the right side of the page, there is a 'Not logged in' message. Below this, there are two main sections: 'LOGIN for existing users' and 'REGISTER for new users'. The 'LOGIN' section contains fields for 'User name:' and 'Password:', a 'Remember Me' checkbox, and a 'Login' button. The 'REGISTER' section contains a field for 'Email address:' and a 'Register' button. A blue arrow points from a callout box on the left to the 'User name:' field. Another blue arrow points from a callout box on the right to the 'Email address:' field.

Your username is the email address used for RBC correspondence

First time users need to register to obtain a password

Not logged in

LOGIN for existing users

REGISTER for new users

User name:

Password:

Remember Me

Login

[Forgotten password?](#)

Email address:

Register

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2) Home page

The home page provides access to all the key information pages for Volunteer Services team members

Down the left hand side of the screen are information boxes itemising:

- The latest RBC-EM news
- The volunteer's teams
- The volunteer's four most recent projects
- Recent & forthcoming projects
- Overall RBC-EM statistics

In the centre of the screen there are links to other areas including access to updating your personal details

These links are written in **green** text

You can return to this screen at any time by clicking on 'Home' in the top left hand corner

The News, My Teams and My Projects information can be accessed by clicking on the item of interest

At the end of each session always log out using the 'Logout' link located in the top right hand side of the page



3) Managing my account

To access the page to manage your account click on **personal details** on the home page under 'Common Tasks' or click on **[My Account]** in the top right hand corner of the screen

The **My Account: Basic Details** screen will open

This page provides an overview of your personal details

A list of available options to update your personal information will appear under **COMMON TASKS**

To update your personal information select the required item from the list

For example click on 'Change user name' and follow the on screen instructions

To update your contact details click on **contact** underneath **My Account: Basic Details**

The **My Account: Contact Details** page will open

Type in the new information and click on the appropriate 'update' button

To update your emergency contact details click on **emergency** underneath **My Account: Basic Details**

Click on **basic** to return to the **My Account: Basic Details** screen

The screenshots show the 'My Account: Basic Details' page with the following sections:

- Basic Details:** Shows personal details like Name (Brother Winston Heyer), Volunteer ID (800), User name (w.meyer@opus.missionair.com), Congregation (Astwood Bank), and Current ID photo (dated 06/11/1999). It also shows 'MY TEAMS' (Site Services) and 'MY PROJECTS' (Surfleet, Erdington, Hall Green, Lickeyfield).
- Contact Details:** Shows contact information including Forenames (Winston), Surname (Heyer), Address (54 Bridge Way), Home telephone (01344 702274), Work telephone (071 40155796), and Mobile telephone (07735 251581). It includes fields for 'Update Name', 'Update Address', and 'Update Now'.
- Emergency Contact Details:** Shows emergency contact details including Emergency contact name, Relationship, Emergency contact tel 1, Emergency contact tel 2, Emergency contact email, and Emergency medical notes. It includes a 'Save Notes' button and a 'Save Contact' button.



4) Resetting my password

Forgotten Password

If you forget your password click on **Forgotten password?** located underneath the login button on the Opus login page

The FORGOTTEN PASSWORD page will open. Type in your email address and type the code into the text box then click on 'Submit'

An email will then be sent to your email address containing a temporary and secure web link that allows you to specify a new password of your choice

Resetting my Password

On the My Account: **Basic Details** click on 'Reset password' in the 'COMMON TASKS' list

The RESET PASSWORD page will open.

Type in the new password

Click on 'Reset'

Your password will now have been changed

Welcome Brother Armstrong [My Account] [Logout] [Help]

opus
RBC MANAGEMENT

Home Contact Us

FORGOTTEN PASSWORD

If you have forgotten your password or can't remember if you ever established an account in the Opus system, please enter your email address below and we'll send you further instructions.

Email address:
(the email address you used when registering with the RBC)

Please also type the following 'CAPTCHA' code number into the text box below:

616472

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Welcome Brother Armstrong [My Account] [Logout] [Help]

opus
RBC MANAGEMENT

Home Contact Us

RESET PASSWORD

User name: d.armstrong.opus@mailinator.com

New password:

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5) Contacting the RBC

There may be occasions when it is necessary to contact a RBC department

Contact details for key departments are located under 'Contact Us'

The 'Contact Us' links are located:

- In green text under 'Common Tasks' on the homepage entitled **Contacting Us**
- On the main black menu bar at the top of the page

'Contacting Us' includes contact details for:

- RBC Information
- Volunteer Data
- Opus Administration
- Badges and Photographs

'Contact Us' also contains team specific contact details for:

- Team overseers and assistants

Welcome Brother Heyer [My Account] [Logout] [Help]

opus
RBC MANAGEMENT

Home Contact Us

NEWS

08/02/2013 RBC training event Malta
13/01/2013 Royal Hall
01/01/2013 My test news item [Project: Ashwicken]
31/12/2012 The Hall [Project: Erdington]
11/06/2012 egestas sit amet neque. in magna. [Project: Lichfield]

RSS

MY TEAMS

Site Services

MY PROJECTS

Surfleet
Erdington
Hall Green
Lichfield

Welcome to Opus - volunteer management system for RBC Somewhere Region. Choose links from the panels on the left.

Common tasks include:

- Modifying your **personal details** (e.g. change of telephone number, emergency contact details, etc)
- **Contacting us**
- Keeping up-to-date with news by subscribing to a personalised **RSS feed**
- Subscribing to the **RBC project calendar feed**
- Using the **Opus mobile website**

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Contact Us

RBC INFORMATION
general queries regarding your rbc

Marvin Carney
m.carney.opus@mailinator.com
Home: 017687 68434 Work: 01241 532678 Mobile: 01250 529359

VOLUNTEER DATA
questions about the volunteer data held by your rbc

Wilson Bailey
w.bailey.opus@mailinator.com
Home: 01624 199887 Mobile: 01687 487071

OPUS ADMINISTRATION
technical questions and issues related to opus software

Darrell Johnson
admin.opus@mailinator.com
Home: 01902 548086 Work: 01749 742731 Mobile: 01344 677967



6) Volunteer Finder and the search facility

Volunteer Finder

At times a volunteer may be needed with a particular skill or that meets specific requirements. The 'Volunteer Finder' function will find all the volunteers that fit the required criteria

The 'Volunteer Finder' can be located on the home page under 'common tasks', by clicking on the 'Volunteer Finder' button on the members page of a team or by clicking on 'Misc' page in the black menu bar and clicking on 'Volunteer Finder' in the list

By using the drop down boxes select the required criteria then click 'Find'. All volunteers matching the criteria will appear below the 'Find' button on the page

You can access the volunteers' full details by clicking on their names

Search Facility

By typing in a key word such as a congregation or volunteer name in the search box located in the top right hand corner of the screen and clicking on the search icon a page will open containing all the information available on the key word

The image shows two overlapping windows. The top window is titled 'Volunteer Finder' and contains a sidebar with dropdown menus for 'Teams', 'Congregations', 'Appointments', 'Roles', 'Gender', 'Skills', 'Qualifications', and 'Location'. The main area displays a message: 'Use Volunteer Finder to search for RBC volunteers from specified teams and with particular skills, etc. Open the relevant panels and specify your search requirements'. The bottom window is titled 'Search Results' and lists several volunteers with their details:

Volunteer	Role	Location	Details
Blaster Hole	Blaster Hole	Erdington, B24 0LF	Blaster Hole, Erdington, B24 0LF
Braden Austin	Braden Austin	Malton (Elder)	Braden Austin, opus@mailinator.com, 0121 461 7033
Kasey Headon	Kasey Headon	(Coordinator of Body of Elders)	Kasey Headon, opus@mailinator.com, 01243 544136, 01368 825962, 02974 359950
Ronald Cole	Ronald Cole	(Secretary)	Ronald Cole, opus@mailinator.com, 01243 544136, 01368 825962, 02974 359950
Kingdom Hall	Kingdom Hall	Erdington, B24 0LF	Kingdom Hall, Erdington, B24 0LF
Blaster Hole	Blaster Hole	Erdington	Blaster Hole, Erdington, B24 0LF
Chomng congregation	Chomng congregation	- Erdington	Chomng congregation - Erdington
Blaster Hole	Blaster Hole	Erdington, B24 0LF	Blaster Hole, Erdington, B24 0LF
Lucas Lucas	Lucas Lucas	Lucas Lucas	Lucas Lucas, opus@mailinator.com, 01944 943241, 020 60332676
Lucas Lucas	Lucas Lucas	Lucas Lucas	Lucas Lucas, opus@mailinator.com, 01944 943241, 020 60332676
Scenby	Scenby	Scenby	Scenby
Medium Pikes	Medium Pikes	Amersham, PE12 1BR	Medium Pikes, Amersham, PE12 1BR
Conall Blackburn	Conall Blackburn	Amersham, PE12 1BR	Conall Blackburn, opus@mailinator.com, 01424 479083, 01451 498613
Dave Diaz	Dave Diaz	Elder	Dave Diaz (Elder), opus@mailinator.com, 01984 127048, 01889 650788, 02406 770846
Dawn Grace	Dawn Grace	Elder	Dawn Grace (Elder), opus@mailinator.com, 01773 791143, 01920 201402
Joe Forman	Joe Forman	(Secretary)	Joe Forman (Secretary), opus@mailinator.com, 01349 342057, 011395 96797, 01481 653868
Skylar Forman	Skylar Forman	(Coordinator of Body of Elders)	Skylar Forman (Coordinator of Body of Elders), opus@mailinator.com, 01342 944230, 02162405624
Larissa Malloy	Larissa Malloy	Larissa Malloy	Larissa Malloy, opus@mailinator.com, 01342 944230, 02162405624
Ronald McKinley	Ronald McKinley	Ronald McKinley	Ronald McKinley, opus@mailinator.com, 01226 837721, 01806 893026, 01661 404443
Steve Harrington	Steve Harrington	Steve Harrington	Steve Harrington, opus@mailinator.com, 01343 707787, 01747 043010
Shanes	Shanes	Shanes	Shanes, opus@mailinator.com, 01343 707787, 01747 043010
Elvin Barr	Elvin Barr	Elvin Barr	Elvin Barr, opus@mailinator.com, 01250 005085, 01342 816872
Peyton Hunter	Peyton Hunter	Peyton Hunter	Peyton Hunter, opus@mailinator.com, 01292 026947
Suspended Ceiling	Suspended Ceiling	Suspended Ceiling	Suspended Ceiling, opus@mailinator.com, 01292 026947



7) Viewing news items

There are several ways to view the latest RBC-EM news in Opus

Headline news is available in the 'NEWS' box on the left hand side of the screen on the home page

Team specific news is available by clicking on the team in the 'MY TEAMS' box and clicking on the news button in the top right hand side of the screen

In addition it is possible to receive the latest news updates by receiving a RSS feed

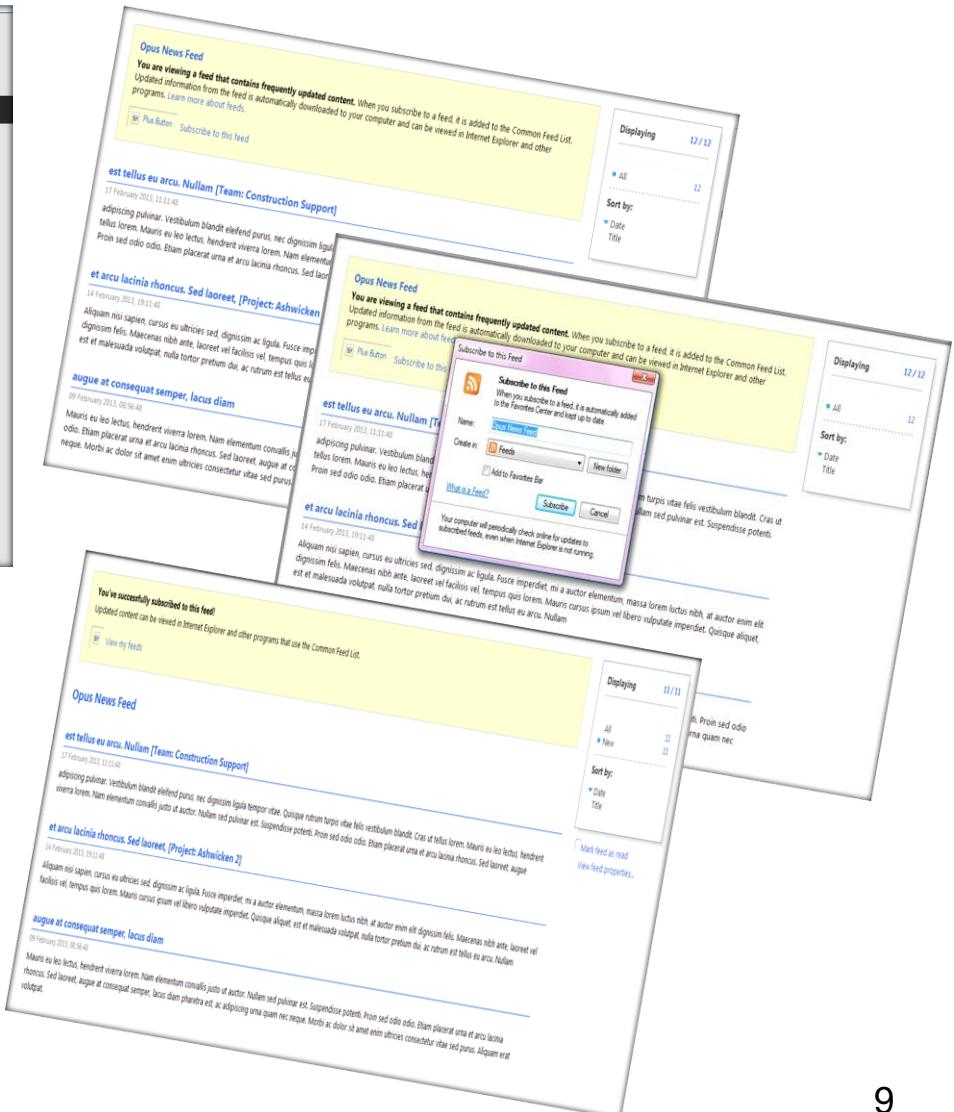
To receive RSS feeds a RSS reader will need to be installed via the Internet

To subscribe to the RBC-EM RSS feed click on the RSS icon in the bottom right hand corner of the News box

When the RSS feed page opens click on the 'Subscribe to the RSS feed' button

The 'Subscribe to this feed' box will appear, click on the 'Subscribe' button

The next screen will tell you that you have successfully subscribed





8) Updating general news items

Volunteer Services are able to add general news items that the RBC-EM volunteers can access by the methods explained in section 7 of this guide

To add a general news item click on 'Adding a **general news item**' on the Welcome page under Common Tasks

The **Insert: General News** page will open

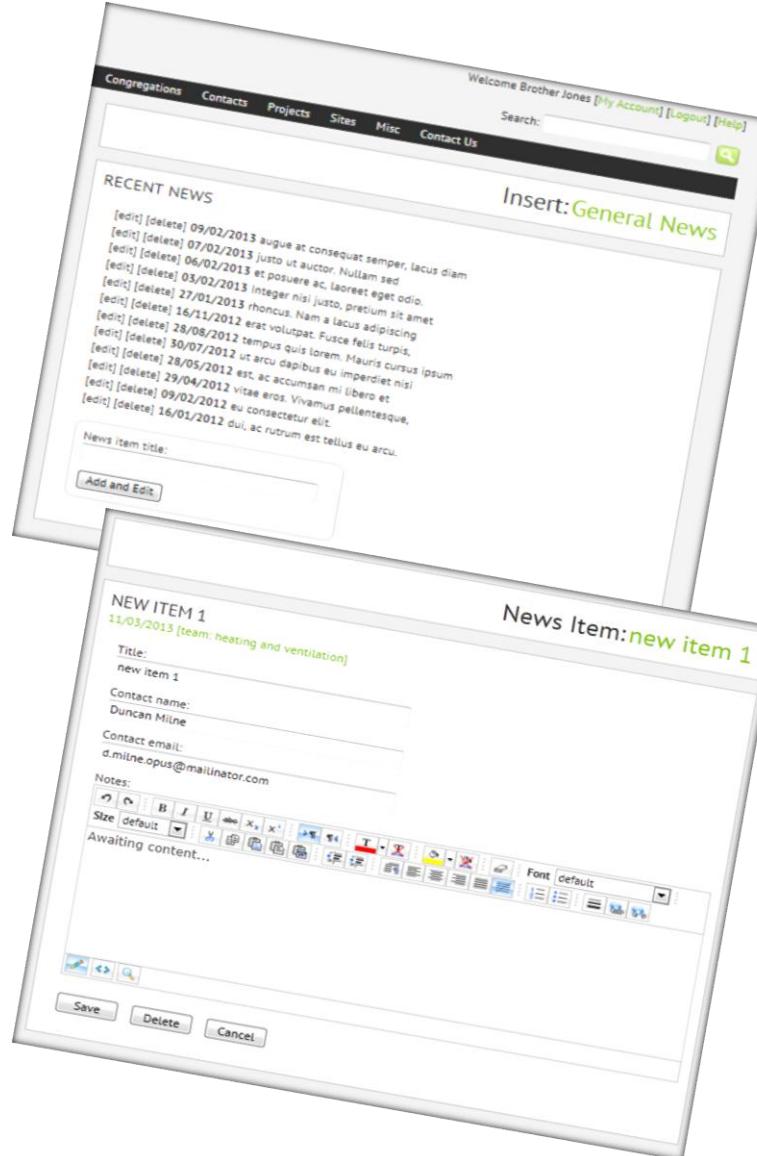
Type the news item title in the box and click on the 'Add and Edit' button

The 'NEWS ITEM' page will open. Type in the news item in the box containing the instruction 'Awaiting content'. This instruction will need to be deleted before starting to type in the news item. Format the text as required using the buttons in the tool bar

Once the news item has been checked click on the 'Save' button

The news item will then appear under 'RECENT NEWS' with the date and [edit] and [delete] options

If a news item is no longer required then it can be deleted. A box will appear asking you to confirm the deletion. Click 'OK'





9) Viewing volunteer details

To access volunteers' details click on 'Volunteers' in the top left hand corner on the black menu bar that runs along the top of the page. The Volunteers: **RBC** page will then open. This page opens on the regular RBC volunteers details listed in alphabetical order

Underneath the Volunteers: **RBC** page title are links to the different classifications of RBC volunteers. These are:

- RBC – regular RBC volunteers
- Co-opted – RBC volunteers from another RBC region assigned to work on a particular project
- Local – volunteers from the local congregation who are not RBC volunteers
- Committee – RBC-EM committee members

Open the page of the volunteers' class that is to be edited and the page will open listing all the volunteers

This list can be sorted using the drop down box by:

- Forename
- Surname
- Team

A specific volunteer can be searched for by entering the volunteer's name in the search box and clicking on the search icon

The volunteers' list can be refined by using the tick boxes on the left of the page selecting or de-selecting 'Overseers only'

To scroll through the volunteers' list use the buttons located next to the search box



These buttons navigate to the next or previous page



These buttons navigate to the first and last page

Name	ID	Congregation	Primary Team
Aaliyah Lillian Herndon	1500	Tarrington	Identification Badges
Aaron Andersson	729	Barnt Green	Planning and Development
Aaron Edwards	567	Cheltenham	Soft Furnishings - Curtains
Aaron Judah Anderson	1812	Nuneaton	Identification Badges
Abigail Daniel	97	Spalding	Remediation
Abigail Dunn	1218	Scalford	Suspended Ceiling
Abbie Graves	598	Croxton	Outside
Abbigail Mooney	144	Rockingham	Tiling
Abby Jaden Kearney	716	Barnt Green	Accounts
Abby Lloyd	1562	Long Compton	Ground Works
Abdiel Andersen	1429	Llangarron	Plumbing
Abdiel Egan	38	Spalding	Volunteer Services
Abdullah Brennan	195	Boston	Air Conditioning
Abdullah Brooks Butcher	1680	Hagley	Identification Badges
Abel Glover	580	Cheltenham	Plumbing



10) Adding & deleting volunteer details

To Add a Volunteer

Click on the class of volunteer where the new volunteer's details are to be added under Volunteer: **RBC**. For example 'local' or 'co-opted'. The page opens on regular RBC volunteers so if you are adding a regular volunteer stay on the first page

Click on the 'Add a Volunteer' icon with the green plus symbol located in the top left hand corner of the page

The Add: **RBC Volunteer** page will open. Complete the form with the volunteer's details.

The process can be discontinued at any time by clicking on the 'Cancel' button

To continue the process click on the 'Add & Edit' button at the bottom of the page

This will then allow you to enter the volunteer's other details by clicking on each page where you have information such as emergency contacts and skills

After inputting each item click on the appropriate 'Update' or 'Save' button

To Delete Volunteer details

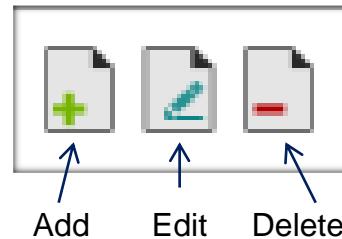
Click on the volunteer's name in the list on the RBC: **Volunteers** page to open their 'PERSONAL DETAILS' page and click on the 'Delete Volunteer' icon with the red bar symbol in the top left hand corner

A Delete: **RBC Volunteer** page opens with the buttons: 'Delete' and 'Cancel'. Click on the appropriate button as follows:

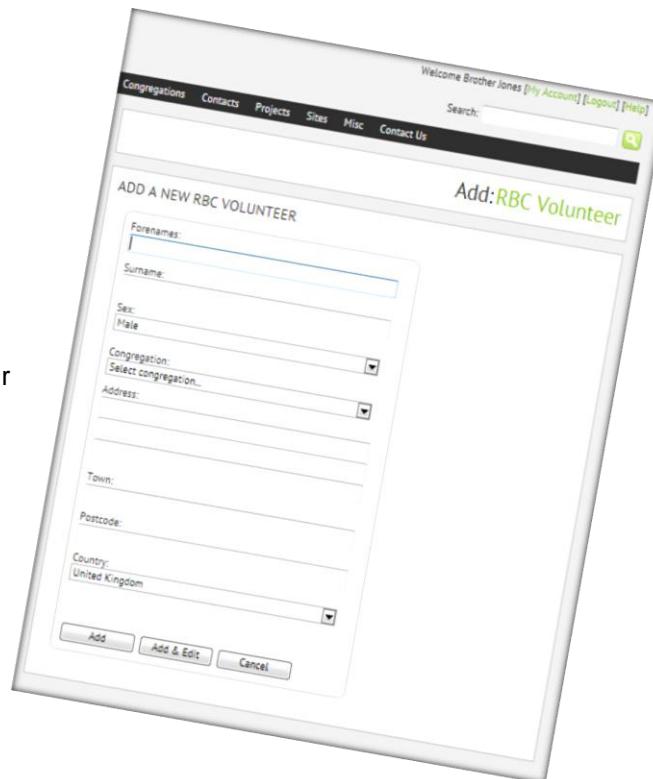
Delete: To remove the record completely

Cancel: To discontinue the deletion process

To navigate back to the Volunteers main page click on 'Volunteers' in the top left hand side of the page in the black menu bar



To 'Add a volunteer', 'Edit a volunteer' and 'Delete a volunteer' click on the appropriate icon





11) Editing volunteer details

To Edit A Volunteer

To edit the details of an existing volunteer click on their name in the list on the RBC: **Volunteers** page and their 'PERSONAL DETAILS' page will open

Click on the 'Edit Volunteer' icon with the blue pen symbol. This allows you to edit their details as follows:

- Personal details – including contact details and congregation
- Emergency contacts- including emergency medical notes
- Teams – this allows you to add or delete a volunteer from a team
- Skills – including qualifications
- Notes – including interview details

After editing each item click on the appropriate 'Update' or 'Save' button

To navigate back to the Volunteers main page click on 'Volunteers' in the top left hand side of the page in the black menu bar

The screenshots show the 'Edit Volunteer' interface for Aaliyah Lillian Herndon. The top screenshot shows the 'PERSONAL DETAILS' page with fields for Forename, Surname, Address, Town, Postcode, Country, Congregation, Appointment, Dietary requirements, Sex, and Full-time Service. The middle screenshot shows the 'EMERGENCY CONTACT' page with fields for Emergency contact name, Relationship to volunteer, Emergency contact tel 1, Emergency contact tel 2, Emergency contact email, and a 'Save Notes' button. The bottom screenshot shows the 'TEAMS' page where a dropdown menu lists various teams such as Air Conditioning, Bricklaying, Carpentry, Cleaning, Construction Support, Electrical, Fire Alarms, Ground Works, Health and Safety, Heating and Ventilation, Inside, Insulation, Invitations, IT, Joinery, Landscaping, Glazing, Painting and Decorating, Planning and Development, Plasterboarding, Plastering, Plumbing, Fencing, Quality Control, RBC Committee Member, and Roofing. An 'Add' button is also present.



12) Viewing team details

To view information about your teams click on the required team in the 'MY TEAMS' box on the left hand side of the screen

The team's page will open showing the contact details of the overseer and assistant

Under Team: **Team Name** in the top right hand corner there are other pages that contain additional team specific information

These include:

- **Members** - this page provides information on all the team members including contact details
- **Bookings** – this page lists all team members' bookings on recent projects
- **Statistics** – this page shows the team's statistics on recent projects
- **News** – this page contains all the latest team news updated and managed by the overseer
- **Docs** – this page contains useful documents specific to your team updated and managed by the overseer

Welcome Brother Milne [My Account] [Logout] [Help]

Search: [Search icon]

Team: **Heating and Ventilation**
overseers - members - bookings - statistics - news - docs

OVERSEERS AND ASSISTANTS

Duncan Milne [Edit]
Overseer


d.milne.opus@mailinator.com
01624 033007
01752 134184

Efrain Irvin Milne [Edit]
Assistant Overseer


01654 06945
01598 868424
01253 372702

Note: The team is under the direction of **Brother Gary Galbraith** (Construction Overseer)

MY TEAMS

Team Name	Historical Bookings	Booking Affinity
Heating and Ventilation (primary team, overseer)	32	87%
Specialised Skills	0	n/a

Please contact us if you believe any of your team assignments shown above are incorrect.

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Team specific information is available by clicking on the relevant page name



13) Adding team details

To access team details click on 'Teams' on the black menu bar that runs along the top of the page. The 'Teams' page will open listing all the teams in alphabetical order.

A specific team can be searched for by entering the team's name in the search box and clicking on the search icon

To scroll through the team list use the buttons located next to the search box

To Add a New Team

Click on the 'Add a Team' icon with the green plus symbol located on the left of the page. The Add: **Team** page will open. Complete the form with the team's name and other requested information

The process can be discontinued at any time by clicking on the 'Cancel' button

To continue the process click on the 'Add & Edit' button at the bottom of the page

The Edit Team: **Team Name** will open. Under the team name are links to the other pages where information can be inputted if it is available. These are:

- Basic – including the overseers' and assistants' details
- Members – including the facility to add or remove team members

The 'news' and 'docs' pages are managed by the overseers

After editing each item click on the appropriate 'Update' or 'Save' button

To navigate back to the Teams main page click on 'Teams' on the black menu bar

The image displays three overlapping windows from a software application. The top window is titled 'Teams' and shows a list of teams with icons and names. The middle window is titled 'Add a New Team' and contains a form with fields for 'Team name' (set to 'technical drawing'), 'Overseer' (set to 'John Smith'), and 'Committee role' (a dropdown menu). The bottom window is titled 'Edit Team: Accounts' and contains sections for 'NAME' (Team name: Accounts, Update name), 'OVERSEER' (Overseer: Andreas Andersson [D=1821] (Slema), Update Overseer), 'ASSISTANTS' (There are no assistants assigned to this team yet, Add as Assistant), and 'COMMITTEE DIRECTION' (Committee role: Construction Support Overseer, Update Committee Role).



14) Editing & deleting team details

To Edit a Team

Select a team from the list on the 'Teams' page. The Team: **Team Name** page will then open. Click on the 'Edit Team' icon with the blue pen symbol in the top left hand corner of the page

The Edit Team: **Team Name** will open. Under the team name are links to the other pages where information can be inputted if it is available. These are:

- Basic – including the overseers' and assistants' details
- Members – including the facility to add or remove members and to move team members between primary and secondary team membership

The members' list can be sorted by forename or surname by using the drop down box

The 'news' and 'docs' pages are managed by the overseers

After editing each item click on the appropriate 'Update' or 'Save' button

To Delete Team Details

Click on the team's name to open the 'Teams' page and click on the 'Delete Team' icon with the red bar symbol in the top left hand corner

A Delete: **Team** page opens with the buttons: 'Delete' and 'Cancel'. Click on the appropriate button as follows:

Delete: To remove the record completely

Cancel: To discontinue the deletion process

To navigate back to the Teams main page click on 'Teams' on the black menu bar

The image shows three overlapping windows of a web application:

- Edit Team: Accounts** (Top Window): Shows the 'NAME' section with 'Team name: Accounts' and an 'Update Name' button. Below it is the 'OVERSEER' section with 'Overseer: Andreas Andersonson [ID=1821] (Skiema)' and an 'Update Overseer' button. The 'ASSISTANTS' section indicates 'There are no assistants assigned to this team yet'. The 'COMMITTEE DIRECTION' section shows 'Committee role: Construction Support Overseer' and an 'Update Committee Role' button.
- Edit Team: Accounts** (Middle Window): Shows the 'PRIMARY MEMBERS' section with a list of 40 volunteers, each with a '[Remove]' link. The list includes names like Guadalupe McCormick, Blaze Mason, Estevan Cooley, Ainsley Kendall, Landan Beasley, Jaylen Flynn, Precious Hicks, and others. Below it is the 'SECONDARY MEMBERS' section with a list of 40 volunteers, also each with a '[Remove]' link. The list includes names like Karla Jamya McPherson, Albert Hampton, Evelyn Martin, Samara Jahn Gordon, Ramiro Hurley, and Kaitlyn Coughlin.
- Delete Team: accounts** (Bottom Window): Shows a confirmation message: 'Team "Accounts" cannot be removed (see the following notes). Please [contact us](#) if you think this item must be removed. An alternative to deleting a Team is to deactivate the record (removing it from general view)'. It lists two notes:
 - The team has 276 existing bookings
 - The team has 24 membersWith three buttons at the bottom: 'Delete', 'Cancel', and 'Deactivate'.



15) Adding congregation details

To access congregation details click on 'Congregations' on the black menu bar that runs along the top of the page. The 'Congregations' page will open listing all the congregations in alphabetical order

A specific congregation can be searched for by entering the congregation's name in the search box and clicking on the search icon

To scroll through the congregation list use the buttons located next to the search box

To Add a New Congregation

Click on the 'Add a Congregation' icon with the green plus symbol located on the left of the page. The Add: **Congregation** page will open. Complete the form with the congregation's name and select a Kingdom Hall from the drop down box.

The process can be discontinued at any time by clicking on the 'Cancel' button

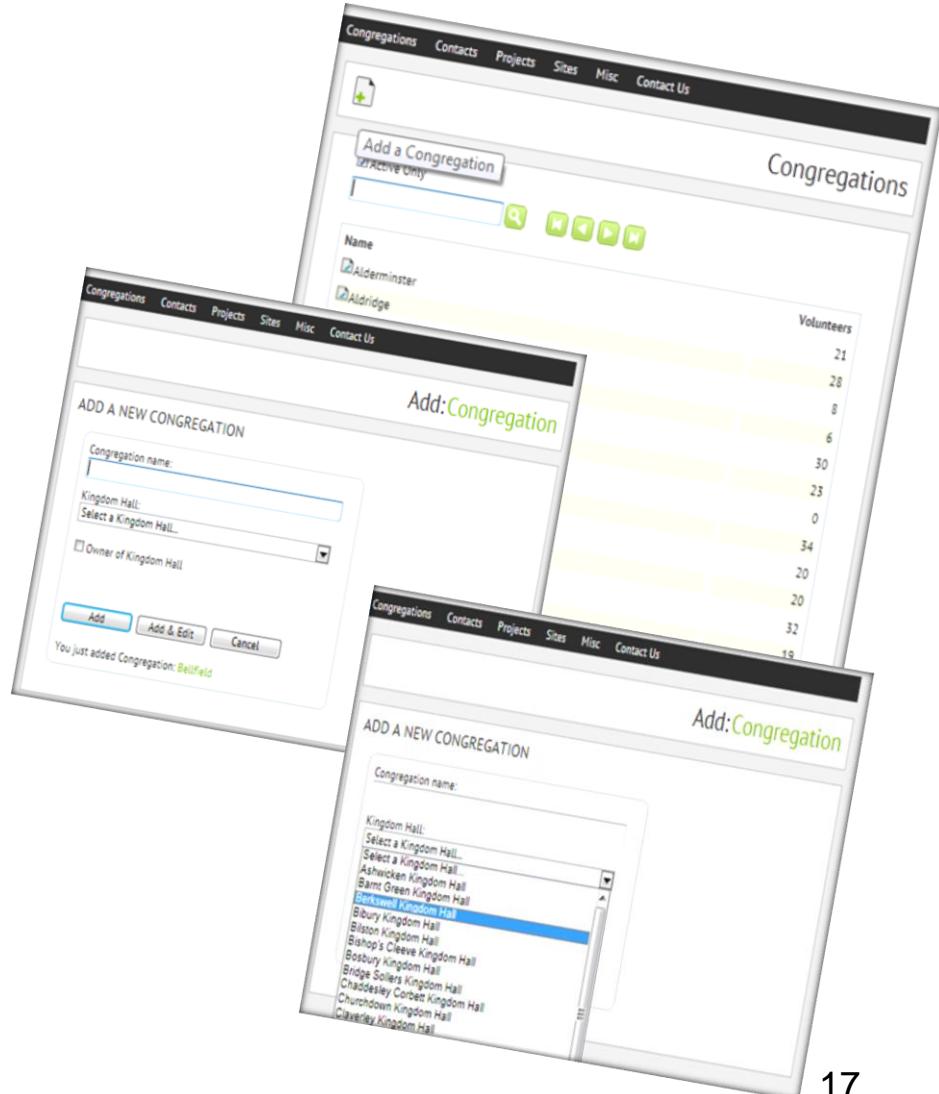
To continue the process click on the 'Add & Edit' button at the bottom of the page

The Edit Congregation: **Congregation Name** page will open. Under the congregation name are links to the other pages where information can be inputted if it is available. These are:

- Basic – to update the congregation name
- Sites – select the location of the Kingdom Hall from a drop down box
- Contacts – to add key contacts for the congregation

After editing each item click on the appropriate 'Update' or 'Save' button

To navigate back to the Congregations main page click on 'Congregations' on the black menu bar





16) Editing & deleting congregation details

To Edit a Congregation

Select a congregation from the list on the 'Congregation' page.

The Congregation: **Congregation Name** page will then open. Click on the 'Edit Congregation' icon with the blue pen symbol in the top left hand corner of the page

The Edit Congregation: **Congregation Name** page will open. Under the congregation name are links to the other pages where information can be inputted if it is available. These are:

- Basic – to update the congregation name
- Sites – select the location of the Kingdom Hall from a drop down box
- Contacts – to add key contacts for the congregation

After editing each item click on the appropriate 'Update' or 'Save' button

To Delete Congregation Details

Click on the congregation's name to open the 'Congregations' page and click on the 'Delete Congregation' icon with the red bar symbol in the top left hand corner

A Delete: **Congregation** page opens with the buttons: 'Delete' and 'Cancel'. Click on the appropriate button as follows:

Delete: To remove the record completely

Cancel: To discontinue the deletion process

To navigate back to the Congregations main page click on 'Congregations' on the black menu bar

The screenshots show the 'Edit Congregation' interface for 'Alderminster' across three tabs: NAME, SITES, and CONTACTS.

- NAME Tab:** Shows the congregation name 'Alderminster' and a note about changing volunteer ID badges. It includes an 'Update Name' button.
- SITES Tab:** Shows the location 'Stratford-upon-Avon Kingdom Hall' and a note about assigning sites. It includes a dropdown for 'Kingdom Halls' and buttons for '[Remove]', 'Add', and 'Add as Owned'.
- CONTACTS Tab:** Shows a list of contacts: Clark Jackson (Elder), Clinton Love (Elder), Dallin Butcher (Elder), Elvin Fox (Secretary), Kane Clarke (Coordinator of Body of Elders), and Reece Christian (Elder). It includes a note about assigning contacts and a 'Contact' input field with an 'Add' button.



17) Adding congregation contact details

To access congregation contact details click on 'Contacts' on the black menu bar that runs along the top of the page. The 'Congregation Contacts' page will open listing all the congregation contacts in alphabetical order

This list can be sorted using the drop down box by:

- Forename
- Surname
- Congregation

A specific congregation contact can be searched for by entering the congregation contact's name in the search box and clicking on the search icon

To scroll through the congregation contact list use the buttons located next to the search box

To Add a New Congregation Contact

Click on the 'Add a Contact' icon with the green plus symbol located on the left of the page. The Add: **Contact** page will open.

Complete the form with the contact's details including their appointment in their congregation under 'Category' and then select the congregation from the drop down box.

The process can be discontinued at any time by clicking on the 'Cancel' button

To continue the process click on the 'Add & Edit' button

The Edit Contact: **Contact Name** page will open. Complete the form clicking on each appropriate 'update' button once completed

To navigate back to the Congregation Contacts main page click on 'Contacts' on the black menu bar

The screenshots illustrate the process of adding and editing congregation contacts in the opus RBC Management system. The top image shows the main 'Congregation Contacts' page with a list of contacts and sorting options. The middle image shows the 'ADD A NEW CONTACT' dialog box, where details like forename, surname, category (e.g., 'Coordinator of Body of Elders'), and congregation are input. The bottom image shows the 'Edit Contact' dialog box for 'John Smith', allowing for updates to contact information such as address, phone numbers, email, and category.



18) Editing & deleting congregation contact details

To Edit a Congregation Contact

Select a contact from the list on the 'Congregation' contacts' page. The Name **Contact Name** page will then open. Click on the 'Edit Congregation Contact' icon with the blue pen symbol in the top left hand corner of the page

The Edit Contact: **Contact Name** page will open. Update the form as required

After editing each item click on the appropriate 'Update' or 'Save' button

To Delete Contact Congregation Details

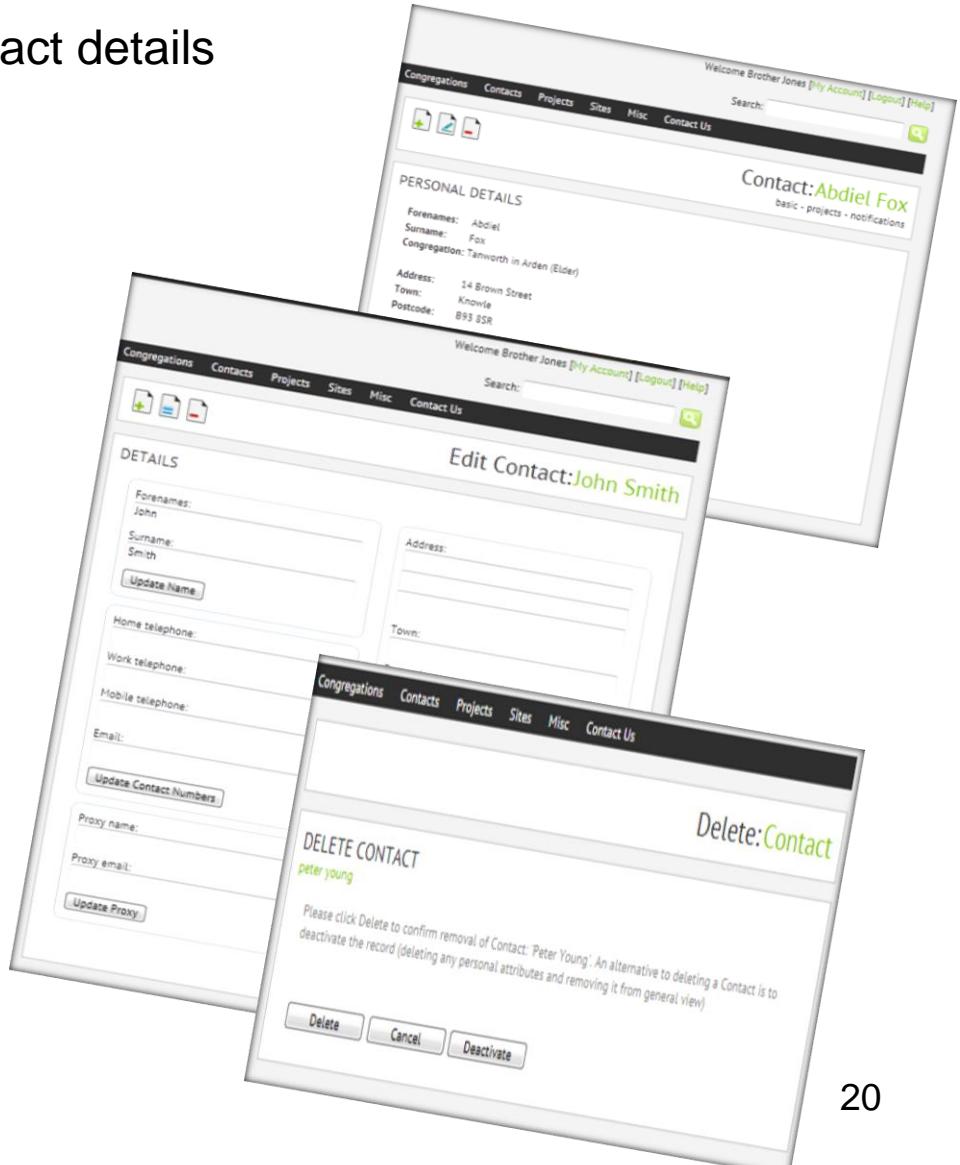
Click on the congregation contact's name to open the 'Contact: **Name**' page and click on the 'Delete Congregation Contact' icon with the red bar symbol in the top left hand corner

A Delete: **Contact** page will open with the buttons: 'Delete' and 'Cancel'. Click on the appropriate button as follows:

Delete: To remove the record completely

Cancel: To discontinue the deletion process

To navigate back to the Congregation Contacts main page click on 'Contacts' on the black menu bar





19) Viewing project details

Project specific information is available by clicking on 'Projects' in the top left hand corner of the home page

This will open up the 'Projects' page and the projects will be listed

The projects can be sorted by either project name or by date by selecting the required sort from the drop down box

A specific project can be searched for by entering the project name into the search box and clicking on the search icon

Once a project has been selected the following information is available:

- Basic – this page contains the project details such as site address and client congregations
- Bookings – this page lists the bookings for this project by selecting a team from the drop down box
- Contacts - this page contains the contact details for the client congregations and other important contacts
- Location – this page contains a map showing the geographical location of the project
- News- this page contains project specific news items
- Docs – this page contains project specific documents

The screenshot displays the 'Project: Ashwicken' page with the following sections:

- NEWS:** A list of news items from 11/03/2013 to 07/02/2013, including entries like 'new in 1 [Team: Heating and Ventilation]' and '[Project: Ashwicken 2]'. An arrow points to the 'Sort by Project Name' dropdown menu.
- Projects:** A table showing projects sorted by name, with columns for Name, Dates, and a green 'View' button.
- PROJECT SITE:** Information for the 'Ashwicken Kingdom Hall' site, including address (Bedlam Place, Ashwicken, PE32 1BH), contact details, and a note: '(approx 89 miles)'.
- CLIENT CONGREGATIONS:** A list of congregations with local volunteer counts: Brancaster Congregation (37), Scramby Congregation (39), and Weasenham St Peter Congregation (31).
- PROJECT WORKDAYS:** A table showing workdays from Thu 14 May to Fri 15 May 2009, each lasting 4 days.
- LOCATION:** A map showing the location of 'Ashwicken Kingdom Hall' in Ingoldmashope, Darlington, with a pin and directions to LE12 8TL.
- WEATHER:** A 5-day forecast for Ashwicken Kingdom Hall, provided by World Weather Online.



20) Adding project details

To access project details click on 'Projects' on the black menu bar that runs along the top of the page. The 'Projects' page will open listing all the projects in alphabetical order

A specific project can be searched for by entering the project's name in the search box and clicking on the search icon

The projects list can be sorted using the drop down box by:

- Project name
- Date

To scroll through the project list use the buttons located next to the search box

To Add a New Project

Click on the 'Add a Project' icon with the green plus symbol located on the left of the page. The Add: **Project** page will open. Complete the form with the project's name.

The process can be discontinued at any time by clicking on the 'Cancel' button

To continue the process click on the 'Add & Edit' button

The Edit Project: **Project Name** page will open. Under the project name are links to the other pages where information can be inputted if it is available. These are:

- Basic – to update the project name and to add work days for the project
- Congregations – assign congregations to the project and the Kingdom Hall site address details
- Contacts – to add key contacts for the project

After editing each item click on the appropriate 'Update' or 'Save' button

To navigate back to the Projects main page click on 'Projects' on the black menu bar



21) Editing & deleting project details

To Edit a Project

Select a project from the list on the 'Projects' page. The Project: **Project Name** page will then open. Click on the 'Edit Project' icon with the blue pen symbol in the top left hand corner of the page

The Edit Project: **Project Name** page will open. Under the project name are links to the other pages where information can be inputted if it is available. These are:

- Basic – to update the project name and to add work days for the project
- Congregations – assign congregations to the project and the Kingdom Hall site address details
- Contacts – to add key contacts for the project
- News – to add or update specific news items for the project
- Docs – to add or update specific documents for the project

After editing each item click on the appropriate 'Update' or 'Save' button

To Delete Project Details

Click on the project's name to open the 'Projects' page and click on the 'Delete project' icon with the red bar symbol in the top left hand corner

A Delete: **Project** page will open with the buttons: 'Delete' and 'Cancel'. Click on the appropriate button as follows:

Delete: To remove the record completely

Cancel: To discontinue the deletion process

To navigate back to the Projects main page click on 'Projects' on the black menu bar

The screenshots show the 'Edit Project' interface for two different projects: 'Primrose' and 'Berkswell'. Each screen has a top navigation bar with links for 'Congregations', 'Contacts', 'Projects', 'Sites', 'Misc', and 'Contact Us'. The main content area is divided into sections: 'NAME', 'WORKDAYS', 'CONGREGATIONS', 'SITES', and 'CONTACTS'.

1. **NAME**: Shows the current project name 'Primrose' and a 'Update Name' button.
2. **WORKDAYS**: Shows a list of workdays: 14/04/2013, 01 [Remove], 02 [Remove], 03 [Remove].
3. **CONGREGATIONS**: A message says 'There are no congregations associated with this project yet.' It includes a dropdown menu for 'Congregations' and a 'Please select...' button.
4. **SITES**: A message says 'There are no sites associated with this project yet.' It includes a dropdown menu for 'Kingdom Halls' and a 'Please select...' button.
5. **CONTACTS**: Shows a list of contacts: 1. [Remove] [Make Chairman] Chandler Marsh (Committee Chairman), 2. [Remove] [Make Chairman] Harley Edgar Badshaw (Secretary, Long Compton), 3. [Remove] [Make Chairman] Pierce Gill (Coordinator of Body of Elders, Long Compton), 4. [Remove] [Make Chairman] Tyler Aguirre (Elder, Long Compton). It also includes sections for 'RBC Volunteers' and 'Co-opted Volunteers', each with an 'Add' button. A 'Congregation Contacts' section is also present.

The bottom of each screen shows a black menu bar with the same navigation links: 'Congregations', 'Contacts', 'Projects', 'Sites', 'Misc', and 'Contact Us'. A 'Welcome Brother Jones' message is at the bottom left, and a 'Logout' and 'Help' link are at the bottom right.



22) Viewing and updating project documents

Viewing project documents

Project documents can be viewed by clicking on 'docs' in the top right hand corner under Project: **Project Name**

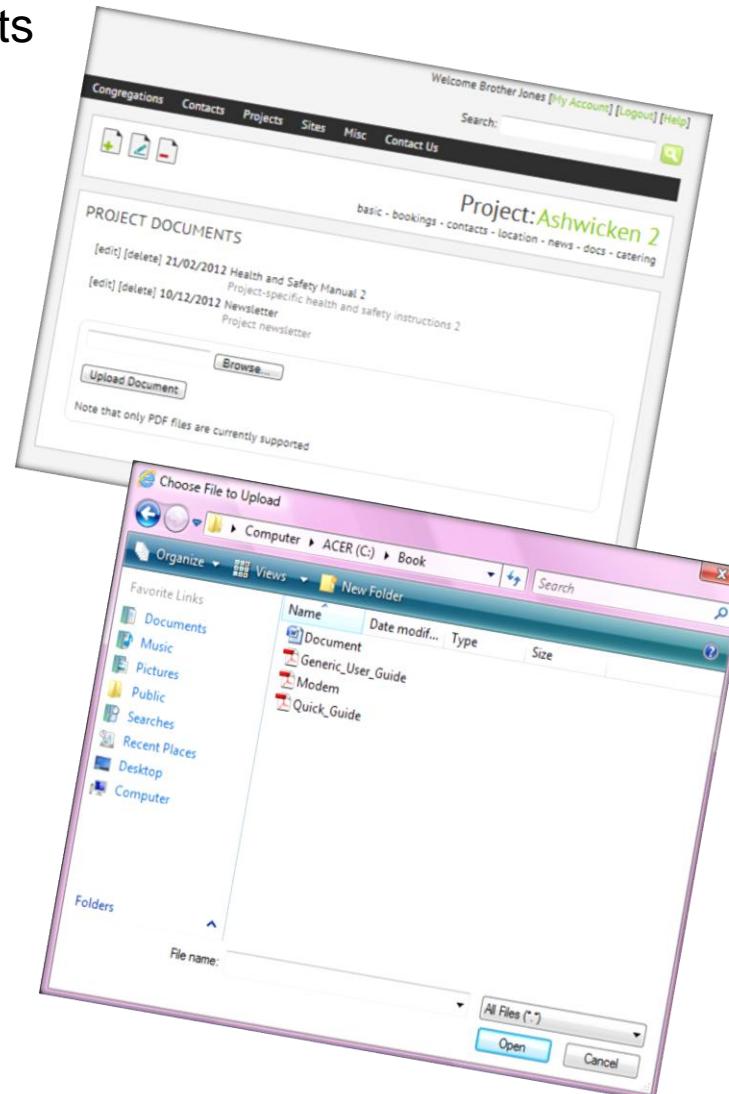
The documents will be listed under 'PROJECT DOCUMENTS'. Click on the title of the document of interest to open it

Updating project documents

Documents can be uploaded to be viewed by RBC volunteers by:

- Preparing the document and saving it in a PDF format in an easily accessible location
- Open the 'docs' page in Opus under 'Projects' and click on 'Browse'
- A window will open where you will need to navigate to where the document has been saved
- Click on the document to be uploaded and click on the 'Open' button
- The path to the document will then appear in the 'Browse' box
- Click 'Upload Document'
- The document will then appear under 'PROJECTS DOCUMENTS' with the date and [edit] and [delete] options

If a document is no longer required then it can be deleted. A box will appear asking you to confirm the deletion. Click 'OK'





23) Adding site details

To access site details click on 'Sites' on the black menu bar that runs along the top of the page. The 'Kingdom Hall & Other Properties' page will open listing all the properties in alphabetical order

A specific property can be searched for by entering the property's name in the search box and clicking on the search icon

To scroll through the property list use the buttons located next to the search box

To Add a New Site

Click on the 'Add a Site' icon with the green plus symbol located on the left of the page. The Add: Site page will open. Complete the form with the site's name and other details

The process can be discontinued at any time by clicking on the 'Cancel' button

To continue the process click on the 'Add & Edit' button

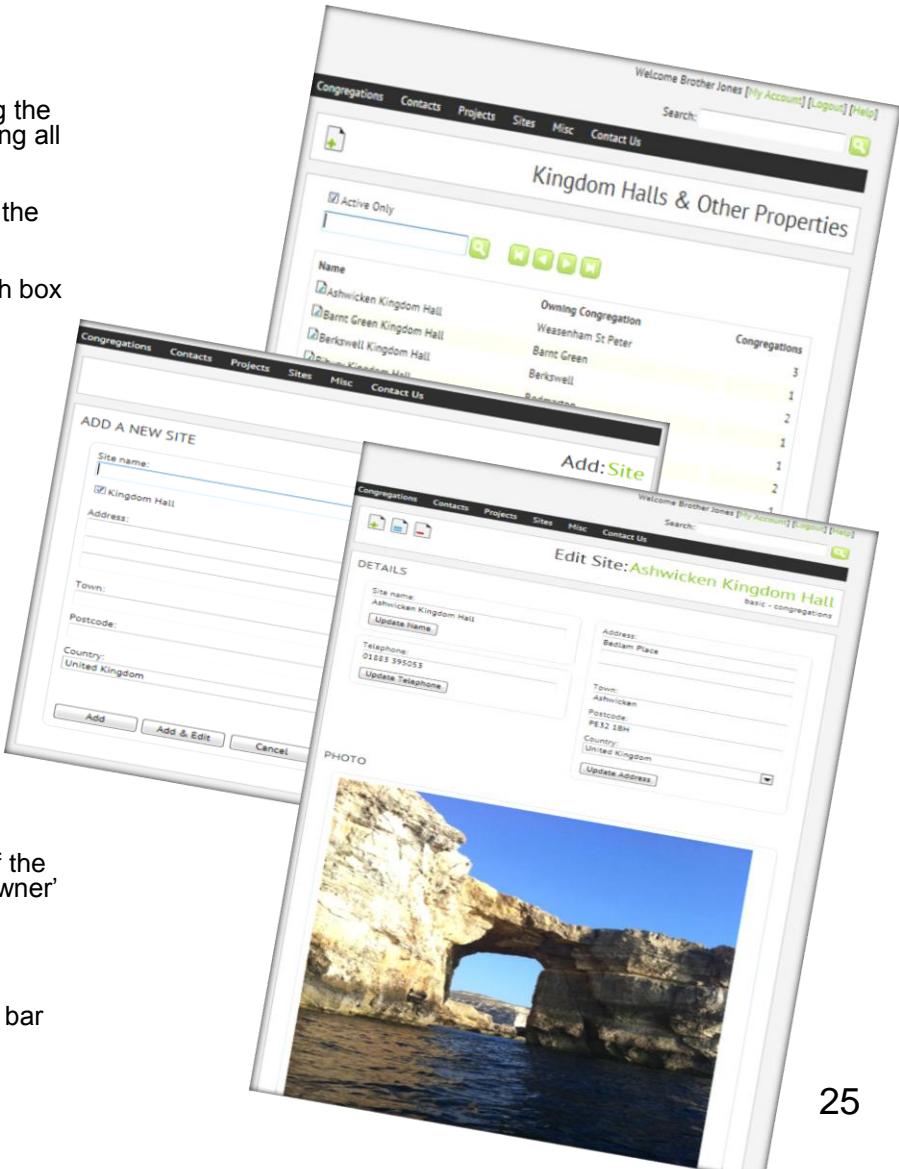
The Edit Site: Site Name page will open. Under the property name are links to the other pages where information can be inputted if it is available. These are:

- Basic – to update the site name and address details
- Congregation- to select the congregations for the Kingdom Hall site from the drop down box. Click 'Add' to assign the congregation.

If there is more than one congregation at the Kingdom Hall site then one of the congregations will need to be designated as 'owner' by clicking the 'Add as Owner' button

After editing each item click on the appropriate 'Update' or 'Save' button

To navigate back to the Sites main page click on 'Sites' on the black menu bar





24) Editing & deleting site details

To Edit a Site

Select a site from the list on the 'Sites' page. The Site: Site Name page will then open. Click on the 'Edit document' icon with the blue pen symbol in the top left hand corner of the page

The Edit Site: Site Name page will open. Under the site name are links to the other pages where information can be inputted if it is available. These are:

- Basic – opens the DETAILS page to update the site name and address details. There is also an option to upload a photograph of the site by:
- Preparing the photograph and saving it in a jpeg format in an easily accessible location
- Click on the 'Browse' button
- A window will open where you will need to navigate to where the photograph has been saved
- Click on the photograph to be uploaded and click on the 'Open' button
- The path to the photograph will then appear in the 'Browse' box
- Click 'Upload Photo'
- The photograph will then appear under 'PHOTO'
- Congregation- to select the congregations for the Kingdom Hall site from the drop down box. Click 'Add' to assign the congregation.

If there is more than one congregation at the Kingdom Hall site then one of the congregations will need to be designated as 'owner' by clicking the 'Add as Owner' button

After editing each item click on the appropriate 'Update' or 'Save' button

To Delete Site Details

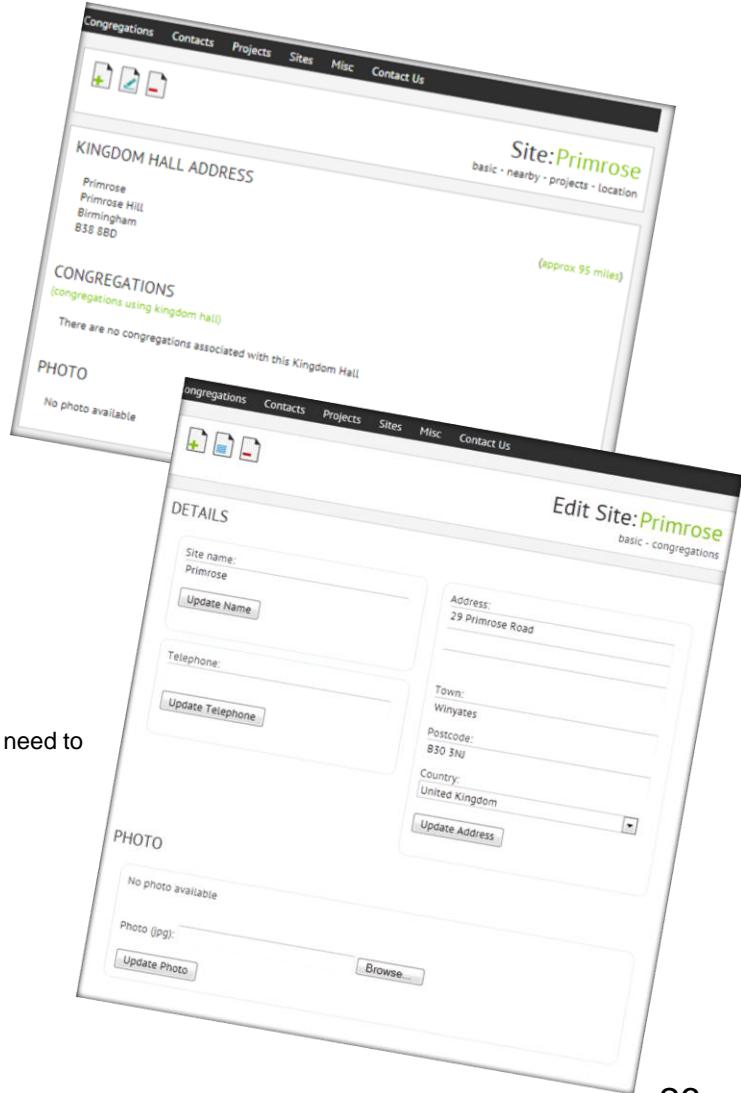
Click on the site's name to open the 'Sites' page and click on the 'Delete site' icon with the red bar symbol in the top left hand corner

A Delete: Site page will open with the buttons: 'Delete' and 'Cancel'. Click on the appropriate button as follows:

Delete: To remove the record completely

Cancel: To discontinue the deletion process

To navigate back to the Sites main page click on 'Sites' on the black menu bar





25) Editing details on the 'Misc' page

The 'Misc' page contains links to update other important information relating to difference aspects of the RBC. Access this page by clicking on 'Misc' on the black bar

The Miscellaneous page will open. This page contains links to other pages that can be updated and edited as required. These include:

- Meetings – Add or amend RBC meeting details
- General News – upload general news items to be read by RBC volunteers
- Dietary – update the dietary requirements of RBC volunteers. For example vegetarian
- Skills & Qualifications – update skills and qualifications of RBC volunteers.
- Contact us – to edit the 'Contact Us' page that is used by RBC volunteers to contact certain RBC teams such as RBC Volunteers or Opus administration
- Volunteer Finder – to find volunteers with specific skills

After making the necessary amendments always click on the appropriate 'save' or 'update' button



26) Opus Help

There is an additional help feature if more detailed information on the functionality of Opus is required

To access this document click on 'Help' in the top right hand corner

The 'Help' document will then open

Down the left hand side is a contents list showing a comprehensive guide to all the features of Opus

There is also a 'Keyword Index' and a 'Search' tab where required information can be searched for

The 'Help' document opens in a new window

The Opus website remains open in the original window

To navigate back to the Opus website click on the 'Opus' tab at the top of the browser

Welcome Brother Heyer [My Account] [Logout] [Help]

Welcome to Opus - volunteer management system for RBC Somewhere Region. Choose links from the panels:

Common tasks include:

- Modifying your personal details (e.g. change of telephone number, emergency contact details, etc)
- Controlling your access rights
- Staying up-to-date with news by subscribing to a personalised RSS feed
- Subscribing to the RBC project calendar feed
- Using the Opus mobile website

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The 'Help' document link is located in the top right

Opus Website

Opus Objectives
Introduction
Pages
Misc
Mobile

Introduction

Opus software is used for managing Regional Building Committee (RBC) volunteers and related resources. The system comprises several applications, and handles volunteer records, badge processing, on-site registration, etc - many of the core data-processing tasks are handled automatically.

This on-line help document describes the main functions of the Opus website, a members-only web portal designed to be used (with varying degrees of access) by all RBC volunteers including committee members, team overseers, and regular volunteers.

Other applications in the Opus suite include Opus ID (the ID badge software) or Opus Gate (on-site registration software). These applications are not covered here.

Use the search function to find relevant material, select a topic from the Contents pane or click the Next button to move to the next topic.

Important Notes

- Note that all of the screenshots used in this document contain fabricated (fictitious) data.
- Opus access rights may prevent you from viewing some of the information described.

Also in this Introductory Section:

- Opus Objectives
- Terminology

After this introduction you may want to consider the Getting Started section. Other detailed content in the Pages section and elsewhere is for reference.

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Please [contact us](#) if you have any questions regarding these help pages

To access the 'Keyword Index' and the 'Search' function click on the appropriate tab